



Department of Defense **DIRECTIVE**

October 25, 1991
NUMBER 5000.52

USD(A)

SUBJECT: Defense Acquisition Education, Training, and Career
Development Program

- References:
- (a) DoD Directive 5000.52, "Defense Acquisition, Education and Training Program," August 22, 1988 (hereby canceled)
 - (b) Sections 1701-1764 of Chapter 87 of title 10, United States Code
 - (c) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," September 1990, authorized by this Directive
 - (d) DoD 5025.1-M, "DoD Directives System Procedures," December 1990, authorized by DoD Directive 5025.1, December 23, 1988
 - (e) through (l), see enclosure 1

A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) and implements reference (b).
2. Updates policy and responsibilities for a career development program for acquisition personnel.
3. Continues to authorize the publication of reference (c), consistent with reference (d).

B. APPLICABILITY AND SCOPE

This Directive applies to:

1. The Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and Reserve Components), the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences (USUHS) the Defense Agencies, and the DoD Field Activities (hereafter referred to collective as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2. The Management Headquarters activities and Management Headquarters Support activities as defined in DoD Directive 5100.73 (reference (e)).

3. Military and civilian personnel occupying acquisition-related positions in the following areas:

- a. Program management.
- b. Systems planning, research, development, engineering, and testing.
- c. Procurement, including contracting.
- d. Industrial property management.
- e. Logistics.
- f. Quality control and assurance.
- g. Manufacturing and production.
- h. Business, cost estimating, financial management, and auditing.
- i. Education, training, and career development.
- j. Construction.
- k. Joint development and production with other Government Agencies and foreign countries.
- l. Any other positions that may be determined by the Under Secretary of Defense (Acquisition) (USD(A)) to be acquisition positions.

C. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

D. POLICY

It is DoD policy that:

- 1. The USD(A) shall establish education, training, and experience standards for each acquisition position based on the level of complexity of duties carried out in that position. Those standards shall be designated as either "mandatory" or "desired" and

Oct. 25, 91
5000.52

shall provide a DoD-wide, common foundation of knowledge necessary to ensure that the acquisition workforce is fully proficient in the acquisition process.

2. This Directive and its implementing DoD Instructions and Manual shall be the sole DoD regulatory authority for mandatory DoD-wide acquisition training.

3. Policies and procedures shall be uniform to the maximum extent practicable throughout the Department of Defense. Accordingly, DoD Component programs implementing this Directive may not establish mandatory education, training, or experience standards that exceed those in DoD 5000.52-M (reference (c)), except as follows:

a. If they are DoD Component-specific; or

b. Listed, as "desired" in Appendices A.1. through G. in reference (c) and do not conflict with Office of Personnel Management (OPM) or Military Department regulations or statute. When the DoD Components establish mandatory standards under the provisions above, resources to support the requirements shall be the responsibility of the DoD Component. The USD(A) mandated courses shall receive resource priority over other acquisition-related courses.

4. The Secretaries of the Military Departments shall have primary responsibility in the Military Departments to develop and implement procedures that provide appropriate education, training, and career development opportunities for members of the acquisition workforce. The Heads of the DoD Components with significant acquisition responsibility, other than the Secretaries of the Military Departments, shall have similar responsibility in their respective DoD Components.

a. Those responsibilities include implementing the education and training programs authorized by Sections 1741 - 1746 of 10 U.S.C. (reference (b)); i.e. intern, cooperative education, scholarship, tuition reimbursement and training, and repayment of student loans.

b. Implementing procedures shall rely primarily on the existing education and training infrastructure.

5. The Directors of Acquisition Career Management (DACMs) The Secretaries of the Military Departments shall establish a DACM in the Office of the SAE in their respective Military Departments to assist the SAE in performing duties under section E., and its implementing documents. The Secretary of the Navy may establish separate DACMs for the Navy and the Marine Corps. The Director of

Acquisition Education, Training, and Career Development, the Office of the USD(A) (OUSD(A)), shall serve as the DACM for the DoD Components, other than the Military Departments. Effective November 5, 1990, through November 5, 1993, the DACM position may be held only by a civilian employee in a position in the Civil Service, the rate of pay for which is equal to or greater than, the rate of basic pay payable for positions in Level V of the Executive Schedule under 5 U.S.C. 5316; or by a commissioned officer serving in the grade of major general, rear admiral, or higher grade.

6. Acquisition Career Program Boards (ACPB)

a. The Secretary of each Military Department shall establish an ACPB to advise the SAE in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce and in selecting individuals for an Acquisition Corps. Those ACPBs shall have the following minimal composition:

(1) The DACM (or designated representative).

(2) The Assistant Secretary with responsibility for manpower (or designated representative).

(3) The senior military and civilian officials with responsibility for personnel development in the various acquisition career fields.

b. The ACPBs shall be chaired by the SAE (or designated representative). The Secretaries of the Military Departments may establish subordinate ACPBs which may exercise delegated ACPB authorities. The USD(A) shall establish an ACPB for the DoD Components other than the Military Departments, and the USD(A) may establish subordinate ACPBs to exercise delegated authorities of that ACPB.

7. The Secretaries of the Military Departments shall establish Acquisition Corps in their respective Military Department. The USD(A) shall establish an Acquisition Corps for other DoD Components. The Acquisition Corps shall consist of people with acquisition backgrounds who have certain qualifications in education, training, and experience. On selection to an Acquisition Corps, those people shall be eligible to fill critical acquisition positions.

8. The qualifications of commissioned officers selected for an Acquisition Corps who are on the active duty list of an Armed Force shall be such that those officers are expected, as a group, to be promoted at a rate not less than the rate of all line (or the equivalent) officers of the same Armed Force (both in the zone and below the zone) in the same grade.

9. Each Acquisition Corps shall have a centralized referral system for the selection of Acquisition Corps members to fill

Oct. 25, 91
5000.52

critical acquisition positions to ensure that persons are selected for critical positions without regard to geographic location of applicants for such positions.

10. On, or after, October 1, 1993, a critical acquisition position may be filled only by a member of an Acquisition Corps. Between the publication date of this Directive and October 1, 1993, the Heads of the DoD Components shall make every effort to fill critical acquisition positions with Acquisition Corps members.

11. Minimal experience and education standards for most civilian positions are in the current edition of the OPM Handbook X-118 (reference (f)). Reference (b) imposes additional experience, education, training, rotation and length of assignment requirements for acquisition positions. Applicants for positions or admission to the Acquisition Corps who meet OPM Handbook X-118 (reference (f)) standards shall not be denied consideration for selection, assignment, or admission where waivers are authorized in reference (b). For recruitment to acquisition positions, additional education, training, and experience requirements imposed by the implementing DoD Instructions and Manuals shall be used as quality ranking factors.

12. The DoD Components with significant acquisition responsibility shall provide civilian personnel the opportunity to acquire the education, training, and experience necessary to qualify for senior acquisition positions. Among the opportunities offered shall be a cooperative degree program, a DoD scholarship program, a tuition reimbursement program, and a repayment of student loans program.

13. Each Military Department shall have acquisition intern programs centrally managed and controlled to provide a source of highly qualified candidates for high-level acquisition positions. The number of personnel in those programs should reflect anticipated turnover, growth of the occupational field, and planned intake at mid level or higher. The DoD Components, other than the Military Departments, with significant acquisition responsibility shall establish acquisition intern programs, as needed to accomplish the same objectives.

14. No requirement or preference for a member of the Armed Forces shall be used in considering persons for acquisition positions. The USD(A) is hereby delegated authority to establish a policy for exceptions under Section 1722(b) of reference (b). Not later than December 15 of each year, the USD(A) shall submit to the Secretary of Defense a report that lists each acquisition position that is restricted to members of the Armed Forces under that policy and the recommendation of the USD(A), as to whether such position should remain so restricted.

15. In accordance with Section 1722(e) of reference (b), each DoD Component shall manage the acquisition workforce to substantially increase, each year through September 30, 1996, the proportion of civilians (as compared to Armed Forces personnel) serving in critical acquisition positions, in program manager (PM) positions, and in division head positions over the proportion of civilians in such positions on October 1, 1990. Not later than September 30 each year, the Secretaries of the Military Departments and the heads of other DoD Components shall submit plans to accomplish that objective to the USD(A). Those plans shall cover increases to be accomplished in the next fiscal year.

16. All defense acquisition workforce policies under Chapter 87 of reference (b) shall be developed consistent with section 1722(d) and (h) of reference (b).

17. The length of assignments for military personnel assigned to acquisition positions shall provide for a balance between the need for career broadening and the need for sufficient time in an acquisition position to provide the stability necessary to effectively carry out duties of that position and to allow for the establishment of responsibility and accountability for actions taken in that position. To comply with that policy, the Secretaries of the Military Departments shall provide, as appropriate, for longer lengths of assignments to acquisition positions than assignments to other positions (Section 1722(f) of reference (b)).

18. The Heads of the DoD Components shall provide data determined by the USD(A) to be necessary to meet management needs.

19. Consistent with applicable law, the Secretaries of the Military Departments and the Heads of the other DoD Components shall provide an opportunity for review and inclusion of any comments on any appraisal of the performance of a person serving in an acquisition position by a person serving in an acquisition position in the same acquisition career field.

20. The Assistant Secretary of Defense (Command, Control, Communications and Intelligence) (ASD/C3I) in coordination with the USD(A), shall establish programs for the Defense Intelligence Agency (DIA), and the National Security Agency (NSA) to comply with this Directive and applicable law.

E. RESPONSIBILITIES

1. The Under Secretary of Defense (Acquisition) is hereby delegated the powers, functions, and duties of the Secretary of Defense under Chapter 87 of title 10 of the U.S. Code and shall:

a. Be responsible for policy, direction, and evaluation of the overall defense acquisition education, training, and career development program for military and civilian acquisition personnel.

Oct. 25, 91
5000.52

b. Determine, in coordination with the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)), the uniform policies and procedures for the Defense Acquisition Education and Career Development Program and publish implementing DoD issuances.

c. Ensure that appropriate career paths for civilian and military personnel in acquisition are identified in terms of education, training, experience, and assignments necessary for career progression to the most senior acquisition positions (Section 1722 of reference (b)). Issue, modify, or eliminate experience, education, and training standards in coordination with the ASD(FM&P) and the Heads of the DoD Components.

d. Working with the DoD Components, establish functional boards or advisors to provide advice and consultation on experience, education, and training standards.

e. Designate the specific categories of positions in the Department of Defense that are to be considered acquisition positions for specialized training, education, and career development programs.

f. Designate and publish a list of the acquisition positions that are critical acquisition positions.

g. Recommend to the Secretary of Defense the funding levels to be requested in the DoD budget to implement the education and training programs established under section D., and its implementing documents.

h. Appoint, in coordination with the Director of Administration and Management, a Director of Acquisition Education, Training, and Career Development in the OUSD(A) to assist the USD(A) in the performance of his or her duties.

i. Each year transmit to the Secretary of Defense a report on the status of the defense acquisition workforce.

2. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Provide advice, assistance, and guidance to the USD(A) and to the Heads of DoD Components in implementing the policies established in section D. Oversee implementation processes to ensure compliance with Federal personnel management statutes and policies, and to participate on DoD boards and committees, as appropriate.

b. Establish, in coordination with the USD(A) and the ASD/C3I, a management information system capable of providing standardized information on persons serving in acquisition positions.

c. Submit any requirement for civilian employees that is established to the Director of the OPM for approval. If the Director of the OPM does not disapprove the requirement within 30 days of the date received, that requirement shall be deemed approved. That requirement also applies to any DoD-developed equivalency examinations for qualification determination that would be given to civilian employees under this DoD Directive.

3. The Comptroller of the Department of Defense shall set forth separately the funding levels requested for acquisition education and training programs established under section D. in the DoD budget justification documents submitted to the Congress in support of the President's budget.

4. The Secretaries of the Military Departments shall:

a. Execute all powers, functions, and duties on the acquisition workforce for their respective Military Department and ensure implementation of the policies of the Secretary of Defense.

b. Establish an Acquisition Corps for their respective military and civilian acquisition workforce and make assignments of Acquisition Corps members of their respective Military Departments, to critical acquisition positions.

c. Integrate the experience, education, and training standards of the USD(A) with the military and civilian personnel assignment policies and procedures of their respective organizations and ensure that acquisition personnel meet all mandatory standards and receive all mandatory training.

d. Recommend additions or deletions of DoD-mandated acquisition courses of instruction to the USD(A).

e. If they delegate their respective authorities under this directive, delegate them only to the Service Acquisition Executive of their Military Department.

5. The Heads of the DoD Components (other than the Secretaries of the Military Departments) shall:

a. Participate in the development and administration of an Acquisition Corps for their eligible civilian acquisition workforce.

b. Make assignments of members of the OSD/Defense Agencies Acquisition Corps to critical acquisition positions.

c. Integrate education, training, and experience standards of the USD(A) with civilian personnel assignment policies and procedures of their respective organizations and ensure that their

Oct. 25, 91

5000.52

civilian personnel in the acquisition workforce meet all mandatory standards.

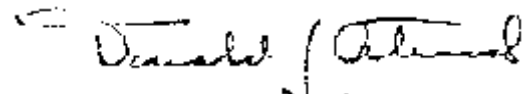
d. Recommend additions or deletions of DoD-mandated acquisition courses of instruction to the USD(A).

F. PROCEDURES

Implementing procedures shall be in DoD Instructions and Manuals.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. The USD(A) may issue instructions and Manuals as necessary to implement this directive.


Donald J. Arwood
Deputy Secretary of Defense

Enclosures - 2

1. References
2. Definitions

REFERENCES, continued

- (e) DoD Directive 5100.73, "Department of Defense Management Headquarters and Headquarters Support Activities," November 25, 1988
- (f) Office of Personnel Management (OPM) Handbook X-118, "Qualification Standards for Positions Under the General Schedule," January 1975
- (g) DoD Directive 5000.1, "Defense Acquisition," February 23, 1991
- (h) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991

DEFINITIONS

1. Acquisition. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.
2. Acquisition Corps. A subset of a DoD Component's acquisition workforce, composed of selected military and civilian personnel in grades of Lieutenant Commander, Major, General Schedule (GS) and/or General Manager (GM), and above, who are acquisition professionals. There is one Acquisition Corps for each Military Department and one for all other DoD Components (including the OSD and the Defense Agencies).
3. Acquisition Positions. Civilian positions and military billets that are in the DoD acquisition system, have acquisition duties, and fall in an acquisition position category established by the USD(A). While most frequently located in organizations having an acquisition mission, acquisition positions are also located in management headquarters organizations, management headquarters support organizations, and other organizations.
4. Acquisition Program. A directed, funded effort that is designed to provide a new or improved materiel capability in response to a validated need. (See DoD Directive 5000.1, reference (g).) Acquisition programs are managed, in accordance with reference (g), DoD Instruction 5000.2 (reference (h)), and related DoD issuances.
5. Acquisition Workforce. The personnel component of the acquisition system. The acquisition workforce includes permanent civilian employees and military members who occupy acquisition positions; who are members of an Acquisition Corps, or who are in acquisition development programs.
6. Critical Acquisition Position. Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Those positions are designated by the Secretary of Defense, based on the recommendations of the DoD Component Acquisition Executives, and include any acquisition position required to be filled by an employee in the grade of GS/GM 14 or above, or military grade O-5, or above. Also specifically includes all the Program Executive Officers, the Deputy Program Executive Officers, the PMs and the Deputy PMs for major defense acquisition programs, and the PMs of significant nonmajor programs. (See Section 1733 of 10 U.S.C., reference (b).)

7. Division Head. The official in a critical acquisition position with responsibility for managing an acquisition organization or major subordinate unit, the mission and function of which is to support or administer acquisition functions.

8. Service Acquisition Executive (SAE). The civilian official in a Military Department who is designated as the SAE for DoD Regulations and Procedures for a SAE for that Military Department.